

## **2. Access the Income Report**

From the *MTCS Main Menu*,

- Use your mouse to click on the words 'MTCS Reports'

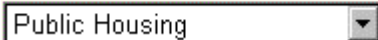
A yellow rectangular button with the text "MTCS Reports" in blue, bold, sans-serif font.

The *MTCS Selection Menu* appears on your screen.

### **2.1. Program Selection**

From the *Selection Menu*, you must select one of the programs listed below to view this report.

1. Public Housing
  2. Indian Mutual Help
  3. Indian Rental
  4. Section 8 Certificates
  5. Section 8 Vouchers
  6. Section 8 Moderate Rehabilitation
  7. All Offices of PIH Programs
  8. Public & Indian Housing
  9. Indian Housing
  10. Section 8 Certificates & Vouchers
- Use your mouse to select a 'program' from the drop-down box

A yellow rectangular header with the text "Program Selection" in blue, bold, sans-serif font.A white rectangular drop-down menu with a black border. The text "Public Housing" is displayed in black font. A small black arrow points downwards from the right side of the box.

## 2.2. Level of Information

Once you have selected a program, you must select a level of information.

To view the *Income Report*, you must select a level of information from the list below:

1. National
  2. State
  3. Field Office
  4. Metropolitan Area
  5. County
  6. City or Locality
  7. Public Housing Agency
  8. Project (Public and Indian Housing only)
  9. Congressional District
- Use your mouse to select a 'level of information'

 **National**

- \* For **PHAs**, the *Income Report* is not available if you select the 'Metropolitan Area,' 'County,' 'City or Locality,' or 'Congressional District' levels of information
- \* For detailed information on how to select a 'level of information,' go to the MTCS documentation web site:

**[www.hud.gov/pih/systems/mtcs/document.html](http://www.hud.gov/pih/systems/mtcs/document.html)**

## 2.3. Select the Income Report

After you complete the 'program type' and 'level of information' selections,

- Click on the '**Report Menu**' button

The *MTCS Report Menu* appears on your screen

- Use your mouse to select the *Income Report*

[Income](#)